

Important: See instructions on other side.

Fee Stamp

In the Matter of:

File Number:

1. I am filing an appeal from the decision dated:

2. Please check the one block which applies:

- ☐ I am not submitting a separate brief or evidence.
- ☐ I am submitting a separate brief and/or evidence with this form.
- ☐ I am sending a brief and/or evidence to the AAU within 30 days
- ☐ I need _____ days to submit a brief and/or evidence to the AAU. (*May be granted only for good cause shown. Explain in a separate letter.*)

Person Filing Appeal

SIGNATURE _____

Name _____

Address _____

Number

Street

City

State

ZIP Code

Date _____

- ☐ I am an attorney or representative, and I represent:

Person and/or organization for whom you are appearing

You must attach a Notice of Entry of Appearance (Form G-28) if you are an attorney or representative and did not submit such a form before.

3. Briefly, state the reason(s) for this appeal:

INSTRUCTIONS

1. Filing. You must file your appeal with the Immigration and Naturalization Service (INS) office which made the unfavorable decision within 30 calendar days after service of the decision (33 days if your decision was mailed). The date of service is normally the date of the decision. Do not send your appeal directly to the Administrative Appeals Unit (AAU). Submit an original appeal only. Additional copies are not required.

2. Fee. You must pay \$110.00 to file this form. (You only need to pay one fee of \$110.00 if two or more aliens are covered by the unfavorable decision.) **The fee will not be refunded, regardless of the action taken in your case.** DO NOT MAIL CASH. all checks or money orders, whether U.S. or foreign, must be payable in U.S. currency at a financial institution in the United States. When a check is drawn on the account of a person other than yourself, write your name on the face of the check. If the check is not honored, INS will charge you \$5.00.

Pay by check or money order in the exact amount. Make the check or money order payable to "Immigration and Naturalization Service." However,

- A. if you live in Guam, make the check or money order payable to "Treasurer, Guam," or
- B. if you live in the U.S. Virgin Islands, make the check or money order payable to "Commissioner of Finance of the Virgin Islands."

3. Attorney or Representative. You may, if you wish, be represented, at no expense to the government, by an attorney or other duly authorized representative. Notice of Entry of Appearance (Form G-28) that your attorney or representative must submit with this notice is available at INS offices.

4. Brief. You do not need to submit a brief in support of your appeal, but you may submit one. Or you may submit a simple written statement instead. You may also submit evidence.

You may submit a brief, statement, and/or evidence with this form. Or you may send these materials to the AAU within 30 days of the date you sign this form. You must send any materials you submit after filing the appeal to:

Administrative Appeals Unit
Immigration and Naturalization Service
425 Eye Street, N.W.
Washington, D.C. 20536

If you need more than 30 days, you must explain why in a separate letter attached to this form. The AAU may grant more time only for good cause.

5. Oral Argument. You may ask for oral argument before the AAU in Washington, D.C., in a separate letter attached to this form. The letter must explain specifically why oral argument is necessary.

If your request is granted, the AAU will write to you about setting the date and time. Oral argument is normally limited to fifteen minutes. The government does not furnish interpreters for oral argument.

6. Visa Petition Beneficiary. If you are the beneficiary of a visa petition or the beneficiary's attorney or representative you may not file an appeal on this form. When a decision on a petition may be appealed, the petitioner, an authorized official of a petitioning corporation, or the petitioner's attorney or representative must sign this form. (The only exceptions are the beneficiaries of third preference and Public Law 97-359 Amerasian petitions. These beneficiaries may file appeals on this form.)